



Confederated Tribes of the Colville Reservation

Human Resources Office P.O. Box 150 Nespelem, WA 99155
(800) 506-9434 (509) 634-2842 Fax (509) 634-2864 www.colvilletribes.com

POSITION: Archaeologist III
SALARY: \$55,785.60 (less 5% during probation)
REPORTS TO: History/Archaeology Program Manager
LOCATION: Nespelem, Washington

BASIC FUNCTIONS: This is an **Exempt** position. Archaeologist III is a professional level position in the History/Archaeology Program. The position will entail both office and field work. The incumbent will prepare scopes of work and budgets for projects. The incumbent will conduct archaeological fieldwork (i.e., survey/inventory, evaluative testing, and mitigation/treatment activities) on a project by project basis. Incumbent is expected to work in all phases of archaeological projects and understand site recording, mapping, photography, and site interpretations. Experience using GPS and GIS Technology, graphic programs, and either lithic analysis or historic-era artifact analysis is preferred. The ability to identify human remains (as opposed to faunal remains) is preferred. Incumbent will conduct documentation of archaeological sites, including site mapping, preparation of all field forms, screening of artifacts during testing projects, and post-field artifact processing. The incumbent will prepare reports following the end of fieldwork. Incumbent will serve as a Field Director or Crew Chief on specified projects if necessary. Incumbent will review Section 106 compliance letters and documents. May be required to supervise or assist in the training of less experienced staff in field procedures and methodologies. Incumbent will complete other tasks pertaining to this position as assigned.

[All work is federally funded; no guarantee of continuous employment should funding cease].

MINIMUM QUALIFICATIONS: (please provide a cover letter that addresses the qualifications listed below)

Education and Training: (Although archaeology, plant survey, curation and TCP differs, the basic skills are similar)

- ☐ Master's Degree in Anthropology or a closely related field and 48 months of archaeological field experience in prehistoric archaeology, with an emphasis in cultural resource management contract work, (24 months of which must be at a supervisory level.)
- ☐ Must possess and maintain a valid State Driver's license and be eligible for the Tribe's vehicle insurance.
- ☐ Must be comfortable in the presence of human remains.
- ☐ Must be able to work independently and outdoors in all types of weather.
- ☐ Must work to professional standards at all times.
- ☐ Must be able to respect traditional Tribal standards for personal interaction.
- ☐ Must have an active understanding of anthropological ethics, including an ability to respect and support the sovereignty of the Confederated Tribes of the Colville Reservation.
- ☐ Must recognize that all products produced as a result of research projects are the sole property of the Colville Confederated Tribes.

Knowledge, Skills, and Abilities:

- ☐ Familiarity with the process of implementing Section 106 of the National Historic Preservation Act as described in 36CFR800 and has a working knowledge of other cultural resource laws and regulations, including NEPA, ARPA, NAGPRA, AIRFA, etc.
- ☐ Knowledge of the methods, principles and techniques associated with the archaeological profession and experience conducting various CRM tasks (e.g., inventory, evaluation, artifact processing).
- ☐ Familiarity with Columbia Plateau region cultural resources (Preferred)
- ☐ Familiarity with Global Positioning System (GPS) technology.
- ☐ Ability to maintain professional behavior during all encounters with Tribal employees and agency staff.
- ☐ Experience using micro-computers and associated software, (i.e., Microsoft Word, Excel, Access, Trimble Pathfinder, ArcView, or ArcGIS and Corel Draw
- ☐ Ability to identify human remains (preferred).

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- ☐ Ability to prepare scopes of work and budgets as needed.
- ☐ Knowledge of standard archaeological equipment and techniques required.
- ☐ Ability to work under pressure to meet deadlines.
- ☐ Ability to prepare project documentation and develop monthly reports from project activities.
- ☐ Ability to communicate well with co-workers, other Tribal employees, outside agencies verbally and in written format.
- ☐ Knowledge/familiarity with the Grand Coulee, Chief Joseph, Lower Snake, Wells, and Banks Lake reservoirs preferred.
- ☐ Previous experience in developing National Register nomination forms for determination of eligibility.
- ☐ Experience with a tribal cultural resources program (preferred).
- ☐ Proficiency with field equipment (cameras, mapping instruments, Trimble GPS equipment).
- ☐ Ability to prepare subcontracts and provide oversight.
- ☐ Ability to write technical applications and reports as well as business style communiques.

NOTE: Pursuant to Tribal Policy, this position is subject to post accident and reasonable suspicion drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m., Friday April 11, 2014** or be post marked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
(509) 634-2842
judy.zunie@colvilletribes.com

In addition to the application, applicant must submit

- ☐ **A copy of a valid state driver's license**
- ☐ **A copy of a valid Tribal Identification card if claiming Indian Preference**
- ☐ **Cover Letter**
- ☐ **Resume**
- ☐ **Transcripts (for education beyond the high school diploma/GED)**

To hold your place in a job file Human Resources will print the first page of faxed/email applications; for further consideration, forward signed application packet to Human Resources by Closing Date.

- ORIGINAL REQUIRED -